FURCHASE DIVISION

Advice for approval for credit to supplier

Date:	6/2/23	Prepared by	Ypmnali	Serial no.	
Supplier name	PRIYANKA PRINTERS			HO inward no.	
Firm/Company	Summit Sakelip	Project	SUP	HO received date	
PO/WO date	23/1/23	PO/WO No.	9,6465	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	617	13/1/23	4290/—	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	117082	Proof of delivery matches MRN	☐ Yes ☐ No

Amount B – Other Credits : Transportation charges	
Amount C – Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	
Amount E – PO / WO value:	4290/—
Amount F – Difference (A – E):	4290/—

Quantity received as per PO /WO	☐ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☐ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ypmnali				
Sign:	[signature]	APPROVED BY			
Date	6/2/23	FEB 2023			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advise to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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PRIYANKA PRINTERS

★ OFFSET PRINTING ★ SCREEN PRINTING ★ LETTER PADS
★ INVITATIONS ★ VISTING CARDS ★ ID CARDS ★ BROUCHERS ★ PHAMPLATES
★ OFFICE FILES ★ STICKERS ETC.,

9-5-80/2A, Anjaiaha Nagar, Old Bowenpally, Hyderabad - 500 011, Telangana State.
Email : priyankaprinters4@gmail.com

No. 617

Date : 13/1/2023

M/s Summit Sales LLP Common Expenses
M.G. Road, Secunderabad.

Party GSTIN.

Sl No.	PARTICULARS	HSN Code	Qty	Rate	Amount Rs. Ps.
1	G.B. Ram Babu (V.C)		200	1-65	330-00
2	Prasad Enagandula (V.C)		"	"	330-00
3	Raj Kumar (V.C)		"	"	330-00
4	Sanjeet Singh. K (V.C)		"	"	330-00
5	M. Suresh (V.C)		"	"	330-00
6	Praveen Pathak (V.C)		"	"	330-00
7	A. Laxmikanth (V.C)		"	"	330-00
8	M. Nagarjuna (V.C)		"	"	330-00
9	A. Anand Netha (V.C)		"	"	330-00
10	Vasundhara (V.C)		"	"	330-00
11	M.A. Lateef (V.C)		"	"	330-00
12	Madhusudan (V.C)		"	"	330-00
13	Praveen Pathak (V.C)		"	"	

E. & O.E.

Rupees Four Thousand Two Hundred And Ninty Rupees Only.

Bank Details
Bank : Punjab & Sind Bank
A/c : 03191100029739
Branch : Secunderabad Park Lane
IFSC Code : PSIB0000319

CGST	—
SGST	—
TOTAL	4,290-00

GSTIN: 36AROPK5593K1Z0
Composite Scheme

Goods once sold Cannot be taken back. Subject to Secunderabad Jurisdiction

INWARD
Inward No: 850 Dt: 14/1/23
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

For PRIYANKA PRINTERS
K. Venu

For **Summit Sales LLP**
Authorised Signatory

Accepted the above Terms And Conditions
For **Priyanka Printers**

Name : ______ Name : ______ Date : __/__/____

Contact

Purchase Order

02-02-2023 10:57:46

96465

10.01.23 4:03:12

...om Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Priyanka Printers	**Doc No**	96465	167463
1-4-5/37/A, Bholakpur, Hyderabad	**Doc Date**	25-01-2023	
	Quote No		
GSTIN -	**Quote Date**	25-01-2023	
9849558805	**SupplyType**	Supply	

Kind Attn : Mr. Venu

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	737500 - PROM-Promotions - Visiting Cards-Good quality- - Set of 200nos - Box *Visiting Cards*	2,600.00	1.65	0.00	0.00	4,290.00
					Total Order Value . . .	**4,290.00**

Rupees : Four Thousand Two Hundred Ninty Only.

Terms and Conditions :-

Specification / Brand	Visiting Cards
Payment Terms	Against Delivery & Production of bill
Tax	All taxes included in above price
Delivery Date	13-01-2023
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	NIl
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for staff identification purpose
Completion Date	13-01-2023
Measurment	Nil
Security	Nil
Remarks	

For *Summit Sales LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Priyanka Printers*

Name : ____________

Name : ____________

Date : __/__/____

Contact